NCAS USER PROCEDURES TO ACCOMODATE TRACKING STATE SPENDING FOR PURPOSES OF NC OPENBOOK AND ARRA OVERSIGHT

OVERVIEW

The material presented in this document builds on your existing knowledge of the various North Carolina Accounting System (NCAS) modules. This material was developed to aid the NCAS agencies in the recording and tracking of state spending for purposes of NC OpenBook and American Recovery and Reinvestment Act (ARRA) in NCAS. Detailed NC Grant Number, Federal Award Number and Bid Number information must be recorded in the NCAS in the appropriate fields at a transaction line level. The method for recording NC Grant Number, Federal Award Number and Bid number is described in detail in the course of this document. The agencies must ensure that the procedures and processes established herein are adhered to by the proper personnel.

As described in the Office of State Budget and Management(OSBM) memorandum dated June 25, 2009 from State Budget Director Charles Perusse, State Controller David McCoy, and Economic Recovery and Investment Director Dempsey Benton; some of the state's procurement, accounting, and grants systems have been modified in order to accommodate tracking of state spending for purposes of Executive Order 4 (OpenBook Government for North Carolina) and oversight of the American Recovery and Reinvestment Act (ARRA) funds. This document will detail the changes made to the NCAS and the proper procedures that users need to adhere to in order to allow for necessary reporting under these initiatives. These changes are effective November 1, 2010.

New fields have been added to the NCAS Purchasing, Accounts Payable, and Procurement Card modules to capture FEDERAL AWARD identifier codes, BID identifier codes, and NC GRANT identifier codes. The capture of these new four character identifiers allows for payment reporting with an association back to Federal Award Number, Bid Number, and/or NC Grant number.

Audience

Chief Financial Officer
Grant Program Staff
Purchasing Staff
Accounts Payable Staff
Procurement Card Staff

Objectives

The primary objective of this document is to enable the agency's Grant staff, Purchasing staff, Accounts Payable staff, and Procurement Card staff to recognize and record data required by NC OpenBook and ARRA oversight reporting in the designated fields. The proper recording of this information in the various NCAS modules is critical to these initiatives.

Processing Federal Award Identifier, Bid Identifier, and NC Grant Identifier

Process Overview

The FEDERAL AWARD identifier, BID identifier and NC GRANT identifier (replaces the current 15-digit GIC number) can be recorded using the NC E-procurement purchasing system and/or the NCAS Purchasing, Accounts Payable, and/or Procurement Card modules. A monthly file will be sent from the NCAS payment file to OSBM in order to record the FEDERAL AWARD, BID, and NC GRANT information required to fulfill Executive Order 4 (Open Book Government for North Carolina) and oversight of the ARRA funds. All of the NCAS modules that were modified to record FEDERAL AWARD identifiers, BID identifiers, and NC GRANT identifiers will be discussed in detail to explain these modifications.

Reviewing FEDERAL AWARD, BID, and NC GRANT in the NCAS from NC E-Procurement System

In the NC E-procurement system, a requisition and associated purchase order can be created designating the FEDERAL AWARD NUMBER, BID NUMBER, and/or NC GRANT NUMBER. Any Federal Award, Bid, and/or NC Grant that is entered onto the NC E-Procurement requisitions and purchase orders will be included on the NCAS requisitions and purchase orders created as part of the NC E-Procurement to NCAS integration process. The FEDERAL AWARD identifier, BID identifier, and NC GRANT identifier will be displayed on the following purchasing inquiry screen in the purchasing module of NCAS for NC E-Procurement purchase orders.

```
OC9 PS                 PO LINE FINANCIAL INFORMATION              PLF

NEXT FUNCTION: _____ ACTION: _____ HISTORY: _      10/12/2010  08:13
BROWSE: _
=======================================================================
=====
BUY ENTITY             : 42EG
PO NO.                 :  EP0000001
PO LINE NO.            : 1
BLANKET REL. NO.       : _____

TAX/VAT CODE           :
TAX/VAT COST           :          .00    BC STATUS         :
ADDITIONAL COST CODE:                     OPER APPR/REJ     :
ADDITIONAL COST        :          .00    DATE APPR/REJ     :
                                          GL EFF. DATE      : 07/12/2010
QUANTITY ORDERED UOP:         1          CURRENCY CODE     :
UNIT PRICE             :      6.00000    DISTRIBUTION IND:
EXTENDED AMOUNT        :        6.00
TOTAL LINE VALUE       :        6.00    GL COMPANY        : 4201
QUANTITY ORDERED SKU:        1.00        GL ACCOUNT        : 536G01
TARGET PRICE           :       .00000    GL CENTER         : 18001
EXTENDED AMOUNT        :          .00    BID NUMBER        : 0521
STANDARD UNIT COST     :       .00000    PROJ/NCG/FED      : 274001RJ00CB
EXTENDED AMOUNT        :          .00    ACCOUNTING RULE : 02
```

1. **PLF Screen:**
           <u>BID NUMBER</u> : Four character identifier for BID is displayed in this field
           <u>PROJ/NCG/FED</u> : These three codes are displayed on the same line:
             PROJ: 2740 (Project code: Department of Corrections only)
             NCG: 01RJ (Four character identifier for NC Grant)
             FED: 00CB (Four character identifier for FED Award: ARRA or NON-ARRA

If this information needs to be changed after the requisition and/or purchase order has been created, the changes should be made in the NC E-Procurement system to be integrated to the NCAS. Job aids and procedures explaining the process of recording this information in NC E-Procurement have been sent by the NC E-Procurement team to the appropriate purchasing personnel.

Recording FEDERAL AWARD Identifier, BID Identifier, and NC GRANT Identifier in the NCAS

Purchasing Module:

For agencies that have access to create requisitions and/or purchase orders in the NCAS, the following screens have been modified to accommodate recording the FEDERAL AWARD identifier, BID identifier, and/or NC GRANT identifier.

RQ1 Screen – Requisition Line Screen

```
 OC9 PS                          REQUISITION LINE                              RQ1

 NEXT FUNCTION: _____ ACTION: _____              10/12/2010  10:11:36
 REQUEST: _____ SAVE SHOW PAGE NO: ___
 ===============================================================================
 =====
 BUY ENTITY            : 42EG        REQUISITION NO. :  000000001
 REQ. LINE NO.         : 0001        REQUESTER ID    : 42G
 BUYER ID              : 15          PRIORITY        : 1
 CATALOG NO.           : ____        ITEM NO.        : GN92045
 ITEM DESCRIPTION      : SOFTWARE MAINTENANCE/SUPPORT SERVICE
 QUANTITY REQUIRED SKU:     1        SKU             : EA
 UNIT PRICE            :    5.00000  PRICE TYPE      : _
 REQUIRED DATE         : 07/06/2010  SHIP TO CODE    : EPS
 GL EFFECTIVE DATE     : 07/06/2010  WAREHOUSE       :
                        PREFERRED VENDOR/QUOTE
 PAY ENTITY    : 42PT       VENDOR NO  : 582430345   GROUP NUMBER  : A
                 OR SHORT NAME      : EPIUSEAMERINCOR
 QUOTE NUMBER : _____     ITEM SEQ NO. : __        QUOTE REQUIRED : N

 GL COMPANY    : 4201       GL ACCOUNT  : 533110          MULTI YR:
 GL CENTER     : 143305000  DISTRIB IND  : ___
 BID NUMBER    : 04GG       PROJECT CODE: 3009   ACCOUNTING RULE: 01
 NCG           : 01RJ       FED          : 00CB
 DSP DEFAULTS : _ PASS : _  CONT TO RQ2  : _        LINE STATUS  :
```

PL1 Screen – PO Line Information screen

```
OC9 PS                        PO LINE INFORMATION                      PL1

NEXT FUNCTION: _____  ACTION: _____          10/12/2010  10:35:35
REQUEST: _____  SAVE SHOW PAGE NO: ___
========================================================================
=====
BUY ENTITY   : 42EG      PO NO.        : 000000002    PO LINE NO  : 0001
BLANKET REL. :           RELEASE DATE : _____    SUB SRCE CD: _
PRT ITM SPCS  : Y        PRT REQ SPCS  : N            PHRS TBL CD: ___
CATALOG NO.  : ____      ITEM NO.      : GN92045      ECN        :
QUOTE NO.    : _____    ITEM SEQ NO  : __            SERVICE CD : G
ITEM DSC      : SOFTWARE MAINTENANCE/SUPPORT SERVICE
VEND ITM NO.  : GN92045
VEND ITM DSC  : SOFTWARE MAINTENANCE/SUPPORT SERVICE
QUANTITY UOP : 1         UNIT PRICE    :    30.00000   PRICE TYPE : ___
UOP          : EA        SKU CONV FAC:    1.0000000    SKU        : EA
TAX/VAT CODE : ___       TAX/VAT COST : _____   ACCT RULE  : 02
ADD COST CD  : ___       ADD COST     : _____   DISTRIB IND : ___
REQUIRED DTE : 07/07/2010  PROMISE DATE : 07/07/2010   FOLL-UP DT :_____
VAR IND      : ___       P&C CERT NO. : _____  CONTRCT DT: 07/07/2010
GL COMPANY   : 4201      GL ACCOUNT    : 533110          MULTI YR:
GL CENTER    : 143305000  NCG          : 01RJ         EFFECT DATE 07/07/2010
BID NUMBER   : 0521      PROJECT CODE : 3010          FED       : 00CC
SHIP-TO CODE : EPS       SHIP-VIA CD   : BST           FOB CODE  : 001
DSP DEFAULTS: _ PASS : _   CONT TO PL2   : _ RTP : _    LINE STATUS:
```

In the above Purchasing screenshot examples, the highlighted fields are the new fields added to record the FEDERAL AWARD identifier, BID identifier, and/or NC GRANT identifier for purchasing transactions. All functionality in the Purchasing module has remained unchanged except for the addition of these fields. If an ARRA company/fund is used on a requisition or purchase order in the NCAS, the correct four character FED identifier will **default** automatically into the field. The four character BID NUMBER identifier and NC GRANT NUMBER identifier will not automatically default into their corresponding fields and therefore will need to be entered manually, if applicable. If a non-governmental grant GL account is used, then a four character NC Grant identifier will be required in order to process the requisition or purchase order.

Accounts Payable Module

The following Accounts Payable screens have been modified to accommodate recording the FEDERAL AWARD identifier, BID identifier, and/or NC GRANT identifier for applicable invoices and employee transactions.

Direct Invoices

IWS-1T Screen – Invoice Worksheet 1 screen

```
OC9 AP                      INVOICE WORKSHEET 1                           IWS-1T

NEXT FUNCTION: _____  ACTION: _____               10/12/2010  11:23:37
REQUEST: _____
===============================================================================
======
PAY ENTITY    : 42PT              VEND SHORT NM   : EPIUSEAMERINCOR
INVOICE NBR   :   APDIRECTINV3 VENDOR NUMBER : 582430345 A    MULTI PYMT: N
INVOICE DATE  : 07/19/2010       DISCNT AMOUNT   : _____.00   TERMS: N30
COUNTY CODE : 999_____         PO REFERENCE      : ____ _____ _____  CM/DM: I
PYMT NBR: 001  PRTL PYMT NBR: 000 PYMT DUE DTE: 07/19/2010 GL EFF DT: 07/20/2010
REMIT MESSAGE: ___ _____


LINE   AMOUNT    EXP CO  ACCOUNT           CENTER      BID    PROJ NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER     DESCRIPTION     USE 1099 NCG   FED
0001 _____18.00 001 4201 534431_____ 131012007___ 04GG  2760_____
     _____ ____ _____ _____        70A  NO  01RJ  00CB
0002 _____ ___ ____ _____ _____ ____ _____
     _____ ____ _____ _____ ___ __ ____ ____
0003 _____ ___ ____ _____ _____ ____ _____
     _____ ____ _____ _____ ___ __ ____ ____
0004 _____ ___ ____ _____ _____ ____ _____
      _____ ____ _____ _____ ___ __ ____ ____
SALES TAX/VAT  : ___ _____        FREIGHT      : ___ _____
ADDITIONAL COST: ___ _____         GROSS AMOUNT:    _____18.00
```

Matching Invoices

If the FEDERAL AWARD identifier, BID identifier, and/or NC GRANT identifier have been entered on a purchase order from the NC E-procurement system or the NCAS purchasing module, these identifiers will automatically default for the matching invoice on the IWS-1T screen. These codes will not display on the invoice matching screens IMP (Invoice Matching) or ILA (Invoice Line). If the NCAS user wishes to view, add or change the FED AWARD identifier, BID identifier, and/or NC GRANT identifier on a matching invoice, the user will need to move to the IWS-1T screen to inquire on the identifiers or to enter those changes. See the screenshot above for the location of the new fields for these identifiers on the IWS-1T screen.

Employee Advances

EAR Screen

```
OC9 AP                    EMPLOYEE ADVANCE REQUEST                    EAR

NEXT FUNCTION: _____ ACTION: _____              10/12/2010  11:48:23
REQUEST: _____
========================================================================

PAY ENTITY            : 24PE          EMPLOYEE NUMBER  : _123456789 __
EMPLOYEE SHORT NAME  : DOEJOHN_____   JOHN DOE
ADVANCE VOUCHER NBR  : _____APADV5    RALEIGH
VOUCHER DATE          : 07/22/2010
TRAVEL REQUEST NBR    : _____
REMIT MESSAGE: ___ _____

   ADVANCE TYPE         : T            ADVANCE ISSUE DATE: 07/22/2010
   BID IDENTIFIER        : 0529          TRIP NUMBER    : _____
   GL EFFECTIVE DATE    : 07/23/2010   EMPLOYEE ADV IND : ___
   BANK ACCT PYMT CODE: 24P
   CURRENCY CODE        : ____          ADVANCE AMOUNT   : _____29.00

   SIGNATURE APPROVAL  : ___ ___ ___ ___ ___       NCG : 0056
   HANDLING CODE        : __                        FED : 002P
   REASON CODE/DESC     : ___ _____
    ADVANCE CO/ACCT/CTR: 2401 532799_____ 12608220UE__
```

Employee Reimbursements

EWS-1T Screen

```
OC9 AP                    EMPLOYEE EXPENSE MAINTENANCE 1              EWS-1T

NEXT FUNCTION: _____ ACTION: _____              10/12/2010  11:59:21
REQUEST: _____
========================================================================
PAY ENTITY      : 24PE              EMP SHORT NM : DOEJOHN
EMP VCHER NBR:  APEMPEXPENSE5 EMPLOYEE NBR : 123456789 __   MULTI PYMT: N
EMP VCHER DTE: 07/23/2010     DISCNT AMOUNT: _____.00   TERMS: ___
TRAVEL REQ   : _____      PO REFERENCE  : ____ _____ _____ CM/DM: I
PYMT NBR: 001 PRTL PYMT NBR: 001 PYMT DUE DTE: 07/23/2010 GL EFF DT: 07/26/2010
REMIT MESSAGE: ___ _____

LINE  AMOUNT   EXP CO   ACCOUNT        CENTER     BID  PROJ NBR
   QUANTITY  UNIT  ITEM NUMBER    DESCRIPTION    USE 1099 NCG  FED
0001 _____14.50 001 2401 536132_____ 12508281UF__ 0072 _____
   _____ ____ _____ _____ __ __      0056  002R
0002 _____ __ _____ _____ _____ ____ _____
   _____ ____ _____ _____ __ __ ___ ___
0003 _____ __ _____ _____ _____ ____ _____
   _____ ____ _____ _____ __ __ ___ ___
0004 _____ __ _____ _____ _____ ____ _____
   _____ ____ _____ _____ __ __ ___ ___

SALES TAX/VAT  : ___ _____    FREIGHT      : ___ _____
ADDITIONAL COST: ___ _____    GROSS AMOUNT: _____14.50
```

In the above Accounts Payable screenshot examples, the highlighted fields are the new fields added to record the FEDERAL AWARD identifier, BID identifier, and/or NC GRANT identifier for accounts payable transactions. All functionality in the Accounts Payable module has remained unchanged except for the addition of these fields. If an ARRA company/fund is used on an invoice or employee transaction, the correct four character FED identifier will **default** automatically into the field. The four character BID NUMBER identifier and NC GRANT NUMBER identifier will not automatically default into their corresponding fields and therefore will need to be entered manually, if applicable. If a non-governmental grant GL account is used, then a four character NC Grant identifier will be required in order to process the invoice.

Procurement Card (Pcard) Module

Below is the PTRM (Transaction Reconciling and Maintenance) screen that has been modified in the Pcard module to accommodate recording the FEDERAL AWARD identifier, BID identifier, and/or NC GRANT identifier for Pcard transactions. All functionality in the Pcard module has remained unchanged except for the addition of these fields. The PTRM screen is the maintenance screen that is accessed either from the PUTL screen (Unreconciled Transactions) or the PILS screen (Invoice Liability Screen) in the Pcard module.

PTRM screen

```
 OC9 PC                     NCAS PROCUREMENT CARD SYSTEM              PTRM
                        TRANSACTION RECONCILING AND MAINTENANCE
   NEXT FUNCTION: _____  ACTION: _____                10/12/2010 13:32:45
   REQUEST: _____
   ==============================================================================

   CARD NUMBER        : XXXXXXXXXXX40052  VENDOR  : MARTIN BROS EQUIPMENT CO
   CARDHOLDER         : LARRY SMITH                  WADESBORO  /NC/28140  /
   POSTING DATE       : 06/29/2010        ALLOCATED TOTAL  :     363.69
   TRANSACTION DATE : 06/28/2010          TRANSACTION TOTAL:     363.69
   TRANSACTION ID    : 006950181          COUNTY CODE    : 04 ANSON

   S LN  TAX  AMOUNT   COMP ACCOUNT    CENTER     R T S PROJ BID   NCG   FED
    NO   IND  PCT TAX AMT   ACCR TAX      ITEM DESCRIPTION
   C 01      363.69       4201  533240      131014570   _ _ _ ____  04GG  01RJ  0094
     _       .000        .00         .00                    HARDWARE STORES
   _ 02 _____ ____ _____ _____ _ _ _ ____ ____ ____ ____
        _ _____ _____ _____ _____
   _ 03 _____ ____ _____ _____ _ _ _ ____ ____ ____ ____
        _ _____ _____ _____ _____
   _ 04 _____ ____ _____ _____ _ _ _ ____ ____ ____ ____
        _ _____ _____ _____ _____
            CONTINUE TO PTR2 : _
```

Once the Pcard invoice has been created from the PICS (Invoice Create Screen) in the Pcard module, all identifiers added to the Pcard transactions will also display in the corresponding FEDERAL AWARD identifier, BID identifier, and/or NC GRANT identifier fields on the system generated invoice in Accounts Payable. Identical to the Purchasing and Accounts Payable modules, if an ARRA company/fund is used on a Pcard transaction, the correct four character FED identifier will **default** automatically into the field. The four character BID NUMBER identifier and NC GRANT NUMBER identifier will not automatically default into their corresponding fields and therefore will need to be entered manually, if applicable. If a non-governmental grant GL account is used, then a four character NC Grant identifier will be required in order to process the Pcard transaction.

Locating Federal Award Identifiers, Bid Identifiers, and NC Grant Identifiers in NCAS

The **GBL** (GRANT AND BID LIST) screen was created in response to the modification of the NCAS to accommodate the four character identifiers to record the FEDERAL AWARD NUMBER, BID NUMBER, and NC GRANT NUMBER. The **GBL** screen displays the four character identifiers associated with each NC Grant, Federal Award, and Bid for NCAS state agencies as well as statewide grants and bids for NCAS agencies. The GBL screen also displays additional information pertaining to each NC Grant, Federal Award, and Bid. Included in this screen are a few searchable fields, if certain information is known. Below are examples of the **GBL** screen for Federal Awards, Bids, and NC Grants. This screen is located in the Accounts Payable module of the NCAS.

FEDERAL AWARD NUMBER

```
OC9                          GRANT AND BID LIST                        GBL

  NEXT FUNCTION: _____  ACTION: _____            10/13/2010  15:41:17



   ================================================================================
   =
  PAY ENTITY    : 42**
  CATEGORY CODE : FED
  GRANT/BID ID  : ____
  GRANT/BID TYPE : _     NCOB/CONTRACT# :
  IND  TYP NCOB/CONTRACT#  GRANT/BID NUMBER

  00LR  A   0000091            H391A090092
      Special Education Grants to States, Recovery Act
  00LV  A   0000094            H391A090092
      Special Education Grants to States, Recovery Act
  00NB  A   0000144            S397A090034
      State Fiscal Stabilization Fund (SFSF) - Government Services, Recovery A
  00NC  A   0000145            S397A090034
      State Fiscal Stabilization Fund (SFSF) - Government Services, Recovery A
  00ND  A   0000146            S397A090034
       State Fiscal Stabilization Fund (SFSF) - Government Services, Recovery A
  00NF  A   0000147            S397A090034
      State Fiscal Stabilization Fund (SFSF) - Government Services, Recovery A
              PAGE NO:   1  STATUS: MORE
```

IND   : 4 character FED indicator to be keyed on transaction
TYP   : A – ARRA, F – NON-ARRA
NCOB/CONTRACT#   : NCOB number for that Federal Award Number
GRANT/BID NUMBER: Grant number for Federal Award
The NCOB number is assigned by the Office of State Budget and Management (OSBM)

BID NUMBER

```
OC9                         GRANT AND BID LIST                      GBL

NEXT FUNCTION: _____ ACTION: _____          10/13/2010  15:41:17


========================================================================
=
PAY ENTITY   : SW**
CATEGORY CODE : BID
GRANT/BID ID  : ____
GRANT/BID TYPE :      NCOB/CONTRACT# :
IND  TYP NCOB/CONTRACT#  GRANT/BID NUMBER

000B     060A           701238
    Automotive, Industrial Parts and Supplies
000C     060B              200900583
    Batteries, Storage
000D     060C           200900167
    Filters, Oil and Air, Automotive
000F     060E           801523
    Tire, Automotive, Recapping and Repairing
000G     065A              200901566
    Bodies, Truck, Automotive
000H     065B              200901256
    Lube and Fuel Tank Bodies-Truck Mounted
              PAGE NO:   1 STATUS: MORE
```

Displayed Columns:
      IND   : 4 character BID indicator to be keyed on transaction
      NCOB/CONTRACT#   : Contract number for that Bid Number
      GRANT/BID NUMBER: Bid number

NC GRANT NUMBER

```
   OC9                        GRANT AND BID LIST                        GBL

   NEXT FUNCTION: _____ ACTION: _____              10/18/2010  14:22:

   =========================================================================
   PAY ENTITY    : 16**
   CATEGORY CODE : NCG
   GRANT/BID ID  : ____
   GRANT/BID TYPE : _        NCOB/CONTRACT# : _____
   IND  TYP NCOB/CONTRACT#   GRANT/BID NUMBER

   00JM  N  28471         28471
       NC Firewise Community Action/Mitigation Grant Program
   00JN  N  31000         31000
       Grassroots Science Museum
   00J5  N  29157         29157
       Urban & Community Forestry Grant Program 2010
   00J6  N  27964         27964
       Clean Vessel: Marina Pump-Out Program
   00K6  N  25666         25666
       Clean Water Management 2009 - Cedar Creek Acquisition (2008-071)
   00LF  N  25665         25665
       Clean Water Management 2009 - Tar River Acquisition (2008-070)
                   PAGE NO:   1  STATUS: MORE
```

Displayed Columns:

IND	: 4 character NCG indicator to be keyed on transaction
TYP	: N – Non-governmental
NCOB/CONTRACT#	: NC Grant Number
GRANT/BID NUMBER:	NC Grant Number

The format of the **PAY ENTITY** required on this screen is as follows:

- **XX**** -- XX corresponds to the first two digits of the agency's company that will be used on the transaction line. For example, company 1401 would display 14**.

- **SW**** -- SW represents statewide and is only used for Federal Awards (FED) and Bids (BID). Statewide indicators are valid for all agencies.

REMINDER:
The Federal Award, Bid, and NC Grant identifiers displayed on the GBL screen under a specific agency's pay entity and/or statewide pay entity are only valid for transactions that are entered under the same agency's matching company number. For example, if company 1401 is used for a transaction, the four character identifier keyed in the Federal Award, Bid, and/or NC Grant fields must be displayed under 14** or SW** on the GBL screen to be valid. If a Federal Award, Bid, and/or NC Grant identifier is used that is not valid, the NCAS will display an error message during processing.

Below are several methods that can be used to search for Federal Awards, Bids, or NC Grants on the GBL screen.

➢ To list **ALL** four character identifiers for a state agency's FEDERAL AWARD NUMBER, BID NUMBER, or NC GRANT NUMBER enter the following information:
1. PAY ENTITY   : First two digits of company followed by **
                                  (Example: 14**, 42**)

2. CATEGORY CODE : BID, FED, or NCG

➢ To list a **specific** FEDERAL AWARD NUMBER, BID NUMBER, or NC GRANT NUMBER for a state agency when the four character FED, BID, or NCG identifier is known, enter the following information:
1. PAY ENTITY   : First two digits of company followed by **
2. CATEGORY CODE : BID, FED, or NCG
3. GRANT/BID ID   : Four character identifier for BID, FED, or NCG

➢ To list a **specific** FEDERAL AWARD NUMBER for a state agency when the NCOB number is known, enter the following information:
1. PAY ENTITY   : First two digits of company followed by **
2. CATEGORY CODE   : FED
3. NCOB/CONTRACT# : OSBM assigned NCOB number for Federal Award

➢ To list a **specific** BID NUMBER for a state agency when the Contract Number is known, enter the following information:
1. PAY ENTITY   : First two digits of company followed by **
2. CATEGORY CODE   : BID
3. NCOB/CONTRACT# : Contract number for BID

➢ To list a **specific** NC GRANT NUMBER for a state agency when the NC Grant number is known, enter the following information:
1. PAY ENTITY   : First two digits of company followed by **
2. CATEGORY CODE   : NCG
3. NCOB/CONTRACT# : NC Grant number

➢ To list **ALL** FEDERAL AWARD NUMBERS for a state agency when the GRANT/BID TYPE is known, enter the following information:
1. PAY ENTITY   : First two digits of company followed by **
2. CATEGORY CODE :   FED
3. GRANT/BID TYPE   : A – For ARRA grants ; F – For NON-ARRA grants

➤ To list **ALL** four character identifiers for STATEWIDE FEDERAL AWARD NUMBERS and BID NUMBERS enter the following information:
1. PAY ENTITY   : SW**
2. CATEGORY CODE : BID or FED

➤ To list a **specific** STATEWIDE FEDERAL AWARD NUMBER or BID NUMBER when the four character GRANT/BID ID number is known, enter the following information:
1. PAY ENTITY   : SW **
2. CATEGORY CODE : BID or FED
3. GRANT/BID ID   : Four character identifier for BID or FED

➤ To list a **specific** STATEWIDE FEDERAL AWARD NUMBER when the NCOB number is known, enter the following information:
1. PAY ENTITY   :   SW**
2. CATEGORY CODE   : FED
3. NCOB/CONTRACT# : OSBM assigned NCOB number for Federal Award

➤ To list a **specific** STATEWIDE BID NUMBER when the Contract number is known, enter the following information:
1. PAY ENTITY   :   SW**
2. CATEGORY CODE   : BID
3. NCOB/CONTRACT# : Contract number for BID

➤ To list **ALL** STATEWIDE FEDERAL AWARD NUMBERS when the GRANT/BID TYPE is known, enter the following information:
1. PAY ENTITY   : SW**
2. CATEGORY CODE :   FED
3. GRANT/BID TYPE   : A – For ARRA grants ; F – For NON-ARRA grants

NOTE: All of the information displayed on the GBL screen will also be available in NCXPTR and XTEND reports named:
- **OSCOP* NCAS BID INDICATORS**
- **OSCOP* NCAS FED INDICATORS**
- **OSCOP* NCAS NCG INDICATORS**

Special Notice for Department of Correction regarding Project Accounting

Due to the changes that have been made to the NCAS in order to record the FEDERAL AWARD identifiers, BID identifiers, and/or NC GRANT identifiers, the project accounting fields have been modified. The project company **42JT** will no longer be entered into the NCAS documents. The project number will now allow only four characters to be entered into the **PROJECT NUMBER** field for any applicable document.

Questions

The Office of the State Controller will be glad to assist users with any questions or problems that may arise due to these changes to the NCAS to accommodate the NC OPENBOOK and ARRA OVERSIGHT requirements. Please call OSC's Support Services at (919) 707-0795 with any questions or problems with these changes.